



State of New Hampshire

Banking Department

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www.nh.gov/banking

CRIMINAL RECORD RELEASE AUTHORIZATION FORM **NON-DEPOSITORY LENDER/BROKER OR DEBT ADJUSTER**

INSTRUCTIONS:

- As part of the Banking Department's license application review process, criminal background checks are required for each of the applicant's individual owners/investors/beneficiaries of 10% or more and for each principal, officer, manager (senior vice president or higher), LLC member, partner in a partnership, director, trustee, and NH branch manager of the applicant.
- Background checks are conducted by the State of New Hampshire Department of Safety State Police Division. The Department of Safety charges a fee to cover costs for this background check. New Hampshire fingerprint cards must be obtained for each record check and submitted along with the Department of Safety's authorization form and a fee in the amount of \$39 per record check.
- A copy of the Department of Safety Division of State Police Criminal Record Release Authorization Form follows these instructions. You may make copies of this form, and then complete a form for each person described in the first paragraph of this letter. Complete all items in Section I, and make sure to sign and notarize the release information in Section II of the form.
- You will need to submit your fingerprints in order to complete the criminal background check. To obtain a fingerprint card, which must be on a New Hampshire State Police fingerprint form, you may **call (603) 271-8675**, the licensing section at the Banking Department, **or request your card(s) electronically by clicking [here](#)**. Indicate the number of cards needed and the address where they should be sent (only one address; the licensee is responsible for distribution to applicable persons within their organization) and we will send fingerprint cards out to you right away.
- Make sure to complete the Applicant information on the upper left hand corner of the fingerprint card ("Signature of Person Fingerprinted, Residence of Person Fingerprinted, Date, Employer and Address and Reason Fingerprinted") and take the card to your local police department to have the fingerprints taken.
- Submit a Release Authorization form, fingerprint card and fee in the amount of \$39 for each person described in the first paragraph of this letter to the Banking Department. We will forward the documents and check(s) to the Department of Safety. All checks and money orders for the background checks should be made payable to the "State of NH – Criminal Records." Fees covering multiple individuals may be combined into one check.
- Please note that this form and procedure do not take the place of the Banking Department's Authorization/Release Form which still must be submitted and which enables us to access the other information we need to act on your company's application.

If you have any questions about the procedure or requirements, please call the New Hampshire Banking Department's Licensing Section at 603-271-8675.